

Implementation/Direct Service & Supportive Services/Earn and Learn Grants Q&A

December 7, 2018

Q: 1) The RFA references a 3 year grant period and 2 rounds of funding. What is the expected grant term (start and end dates) for the project?

A: The grant term will begin upon the dispersal of the first round of funding in April 2019 and conclude two years after the second dispersal of funds in July 2019.

Q: 2) Please advise how the State foresaw regions completing and submitting our Prison to Employment proposals on February 15th but having to publish regional plans for public comment prior to that date to allow for a 30-day comment period, a window to compile feedback into the final regional plan and submit on March 15?

A: In order for CWDB to dispense funding this year, which the CWDB is required to do, contracting must be completed before the end of the fiscal year, which requires CWDB to receive applications within the RFA's timeline. Once a public comment on a region's plan modification is complete—if significant changes must be made prior to execution of Prison to Employment contracts—those may be made. If changes are made after the contract is executed, we will be able to amend the contract. CWDB acknowledges this process includes a degree of complexity and will work with regions on specific issues as they occur; however the application date cannot be modified. CWDB encourages applying regions to focus on conducting the planning around the Prison to Employment aspects of their Regional Plans first in order to facilitate your applications through the RFA process.

Q: 3) Within the new contracting framework guiding use of these funds, how will regions be allowed to move funds to Workforce Development Board partners and subsequently the field?

A: One of the local work development boards will be the fiscal agent—that local board will receive the funds from the State. They will then be responsible for subgranting the funds to other workforce partners and CBOs in the region following local processes. Partner CBOs delivering services would fall under the subrecipient distinction and would not need to be procured. Please see EDD Directive Subrecipient and Contractor Distinctions WSD 18-06
https://www.edd.ca.gov/jobs_and_training/pubs/wsd18-06.pdf

Q: 4) Is it appropriate to place all wage-related costs associated with training in the "earn and learn" grant, and place the staffing and operational costs in the "Direct Service Grant"?

A: The definition of "earn and learn" and "supportive services" are given in the statute in the Unemployment Insurance Code. The language around "earn and learn" in the Unemployment

Insurance Code is extremely permissive. If you have operational costs, those are allowed in both contracts so you don't have to pick one or the other.

Q: 5) Please define the data sets needed for consistent comparison between all the regions.

A: In terms of weighting of the grant amounts, each region's need (as detailed in the RFA and Regional and Regional Planning Guidance) will be determined, in part, by the size of each region's supervised population. Grant applications should include an assessment of need in the region in terms of the number of eligible participants (i.e. the size of the supervised population in the region). There is information linked from the [CWDB's website](#) that provides data sources for the number of individuals released on probation and parole each year.

Q: 6) For "earn and learn" grants, must the classroom instruction be concurrent with OJT, or can it sequential? See Pg. 10 of the SFA.

A: For an activity to qualify as "earn and learn" there has to be some sort of payment for participation in the training activity. If the training activity does not have any kind of payment associated with it then it is a direct service and would fall under the Direct Service grant funds.

Q: 7) Does the State Board want to see numbers released to PRCS / number released to Parole + Probation / plus released from County Jails?

A: All of the above. Essentially applicants should provide their best estimate on the number of formerly incarcerated and justice-involved individuals in their region. Data sources linked from the CWDB's website is intended to provide RPU's with a baseline estimate; however partnering with local corrections for more detailed information is strongly recommended.

Q: 8) Can you please clarify whether or not currently incarcerated individuals are part of the justice involved population?

A: Yes they are included.

Q: 9) Do we submit one application for both grants?

A: There are certain parts of the application that will cover both grants e.g. narrative, flow chart, and cover page. The exhibits have to be separate for contracts. So it will be one submission with multiple forms, one narrative, one flow chart, etc. Please see Section VI Required Application Content of the RFA (pg. 12) for a chart.

Q: 10) Must the grant applicant and the fiscal agent be the same entity?

A: Yes.

Q: 11) Will this PPT be available after the Webinar?

A: Yes. See the link in the response to the following question.

Q: 12) Can we get a copy of this PowerPoint?

A: You will be able to download it from our website under the “Prison to Employment Initiative Grant Program” tab on the [Corrections-Workforce partnership page](#) of CWDB’s website.

Q: 13) The RPU has no legal status, no board and no elected official. Who is the signing authority?

A: The LWDB selected to sign on as the lead applicant will function as the signing authority.

Q: 14) This is one regional project. Why are there separate budget and planning forms for each grant? It seems like one set of forms with multiple columns for each grant would help understand the interrelationship between the grants.

A: There are two pots of funding appropriated by the Legislature and we have to account for both. These are two separate contracts with separate work plans. In order for CWDB to do its due diligence with State funding, those funds are required to be tracked appropriately.

Q: 15) Workforce Development Boards are having difficulty securing Workers Compensation for work experience activities. If they do, it is extremely expensive and cost prohibitive. There has been a request to use the State Compensation Insurance Fund (SCIF) Agency in the same manner that the Agency has used to provide Workers Compensation Insurance for CalWORKs recipients involved in Work Experience and Community Service. This request has been made to the State on several occasions. The Governor should provide direction to SCIF to support the Prison to Employment Program in the same manner.

A: We have noted this.

Q: 16) Is it assumed the fiscal lead will be the contracting agent for CBOs in other local areas?

A: Yes

*****Revised Answer:** *If the lead agency subcontracts funds to another Workforce Development Board in the RPU, that WDB is responsible to enter into contracts or subgrants with agencies to run their program.*

Q: 17) What is the method for allocation of funding between and within the regions?

A: CWDB will consider the following criteria during application review: the size of the region's supervised population, the region's recidivism rate, and the demonstrated readiness of a region to implement strategies that will have the greatest impact on reducing recidivism through employment strategies. More detailed information on the application review process is included in the RFA.

Q: 18) Will the forms expand to add additional information such as more than 9 employers being listed on the Required Partners form?

A: You can add lines to the form.

Q: 19) Is it ok to add attachments to the narrative if necessary (for example, long list of employer partners)?

A: Yes.

Q: 20) Will you accept other data sources re: population needs besides the two you mentioned?

A: Yes, the use of additional data sources that illustrate the size and character of a region's supervised population encouraged.

Q: 21) And will that impact funding levels?

A: The CWDB encourages applying regions to provide a sound, well-articulated argument about why funding is needed and how it will be used. CWDB will conduct an assessment based on the data provided in the application and the proposed programming that is outlined. CWDB will allot grant funds in a manner that is deemed to most accurately reflect both the need in each of the 14 regions and the preparedness of each region to implement meaningful programming region-wide.

Q: 22) Can you explain the admin cap being limited to 10%, including direct costs?

A: You're only allowed to have 10% of your total grant go towards admin expenditures, that includes your direct admin costs i.e. your fiscal staff that are processing invoices and your indirect costs (your overhead). Those combined can only add up to a total of 10% of your total grant.

Q: 23) How will the grant be monitored? Through existing regional coordinator structure (quarterly reports via CWDB Gloria Earl) or new structure?

A: Both. Please also note that you are going to be entering all of the participants into the CalJOBS system and we will be periodically pulling reports from the CalJOBS to track how many people are being served, where they're being served, who's providing the services, and what types of services those are. There's going to be a lot of data tracking with this grant program as there's a lot of interest in the Legislature, and again, unprecedented general fund investment in the workforce system. We need to be able to show that the funding's being put to good use so we are going to be tracking everything.

Q: 24) What website reference where parolee data is available?

A: Links to parole and probation data can be found under the "Data and Research tab on the [Corrections-Workforce partnership page](#) of CWDB's website.

Q: 25) Can the delegated lead/fiscal Workforce Development Board share/delegate lead/fiscal responsibilities with the other boards in the RPU?

A: No, the delegated lead board is responsible to manage the contract award.

Q: 26) In order to apply was it a requirement to be on the application webinar?

A: No.

Q: 27) Since there will be two contracts for the Prison to Employment Implementation funds, can two different boards be designated to act as the lead/fiscal for each contract?

A: The California Workforce Development Board prefers that one Workforce Development Board acts as the lead/fiscal for both however you can appoint two different Workforce Development Board's, one for each contract.

Q: 28) On page 5 of the RFA, explain what the signature proof of this agreement means (in regards to delegating one entity as the applicant and fiscal agent for each grant).

A: Each RPU needs to include either a signature page or letter of agreement from each WDB in the region agreeing to have the delegated agency act as the lead/fiscal.

Q: 29) What if all WDB's in a region do not provide the signature agreement?

A: Majority rules – if the majority of WDB's provide signature agreement then the application is accepted.

Q: 30) Can a RPU split up and submit two applications?

A: No, the RPU's are defined in the State Plan and one application from each RPU is allowed.

Q: 31) If the delegated lead/fiscal WDB subcontracts funds to the other WDB's in a RPU – is that lead/fiscal WDB responsible for those other WDB's activities, procurement practices, etc....

A: When subcontracting funds to another agency, there must be a legal document outlining the scope of work, term, allowable uses of funds. This document should include a requirement that the subcontracted agency (in this case a workforce development board) comply with the requirements of WIOA (procurement practices, etc), and a process for handling corrective action/monitoring findings.